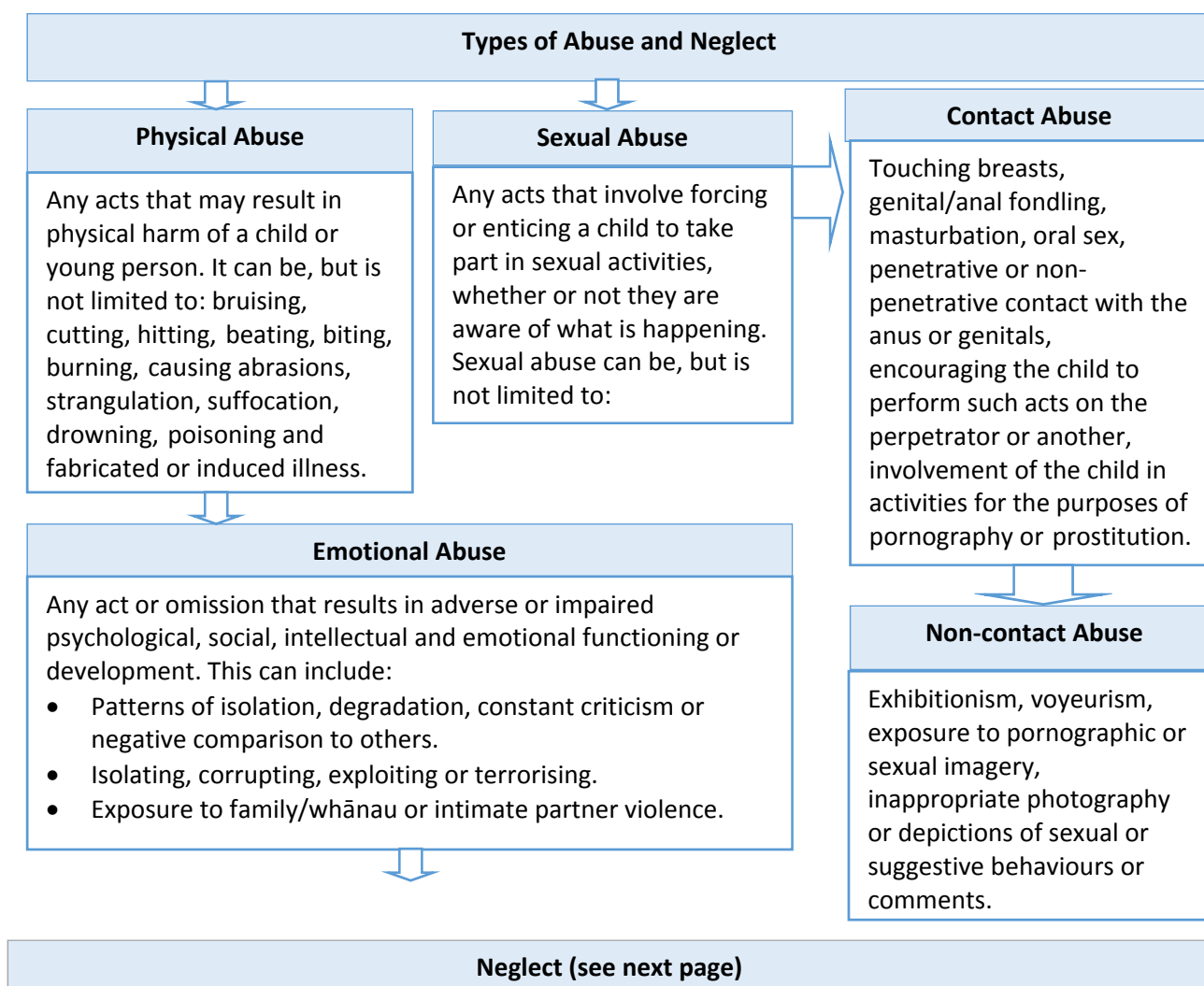


Type . Number / Version 1.84/2	Title Child Protection			
Service Area: Service Delivery	Date first drafted / approved: 01092009	Last approved by:(name and signature) Rob Warriner	Last approval / review date: 22052017	Next Review Date: 22052018

Purpose	This document informs WALSH Trust practices to keep children accessing or being involved in the service provision safe. It aims that potential abuse and neglect, along with general concerns about child wellbeing, are identified and appropriately responded to.
Scope	<ol style="list-style-type: none"> 1. All employees, contractors, student placements and volunteers. 2. All children that receive services and all parents or guardians who take care of children and are persons receiving services from WALSH Trust. 3. This policy and procedure applies to housing and recovery services as well as to services that include home visits. 4. All services of WALSH Trust.
Policy	<ul style="list-style-type: none"> ✓ The safety and security of children is paramount. ✓ This document fulfils our organisation's commitment to identifying and responding to child abuse and neglect and the vulnerability of children in a timely and appropriate way. ✓ WALSH Trust recognises that there is increasing awareness that abuse and neglect of children can and does happen and WALSH Trust determined to make a positive difference to this problem. ✓ We are committed to promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
References	
Legislation	Children, Young Persons, and Their Families Act 1989. Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 Vulnerable Children Act 2014
Guidelines	About the Vulnerable Children Act 2014 Children's Action Plan Children's worker safety checking under the Vulnerable Children Act 2014 Safer organisations safer children Ministry of Health NGO and Disability Network Working together to keep children and young people safe
Definitions and Roles	
Child	A child or young person aged under 18 years (who is not married or in a civil union).
Child protection	Activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or they are at risk of abuse or neglect.
Core children's workers	Work in or provides a regulated service, has primary responsibility for a child, involves regular or overnight contact with a child, works along with the child.
Ministry for Vulnerable Children Oranga Tamariki (MVCOT)	The agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need./

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Person in charge	The manager or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.
Disclosure	Information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.
Non-core children's workers	Have regular or limited child contact.
New Zealand Police	the agency responsible for responding to situations where a child is in immediate danger and for working with Child, Youth and Family in child protection work and investigating cases of abuse or neglect where an offence may have occurred.
Vulnerable Children's Hub	Is a contact point for frontline professionals and practitioners in some New Zealand communities to raise concerns about vulnerable children whose needs are not serious enough to contact MVCOT or the Police.



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Neglect
<p>Neglect is the most common form of abuse and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be:</p> <ul style="list-style-type: none"> • Physical (not providing the necessities of life like a warm place, food and clothing) • Emotional (not providing comfort, attention and love) • Neglectful supervision (leaving children without someone safe looking after them). • Medical neglect (not taking care of health needs). • Educational neglect (allowing chronic truancy, failure to enrol or inattention to education needs).

Signs of Potential Abuse

Physical Signs	Developmental Delays	Emotional Abuse/Neglect
Unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted diseases. .	Small for their age, cognitive delays, falling behind in school, poor speech and social skills. .	Sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm.
Behavioural Concerns	Disclosure	
Age-inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement, neediness, aggression.	The child talking about things that indicate abuse (sometimes called an allegation or disclosure). .	

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Signs of Potential Neglect

Physical Signs	Developmental Delays	Emotional Abuse/Neglect
Looking rough and uncared for, dirty, without appropriate clothing, underweight.	Small for their age, cognitive delays, falling behind in school, poor speech and social skills.	Sleep problems, low self esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm.
Behavioural Concerns	Neglectful Supervision	Medical Neglect
Disengagement/neediness, eating disorders/substance misuse, aggression.	Out and about unsupervised, left alone, no safe home to return to.	Persistent nappy rash or skin disorders or other untreated medical conditions.

Factors to be considered

- Each situation is different. Consider all available information about the child and their environment before reaching conclusions.

DHB child teams that can be contacted for advice and support.

[ADHB](#)

[Counties Manukau DHB](#)

[Waitemata DHB](#)

[Northland DHB](#)

Ministry for Vulnerable Children Oranga Tamariki

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Reporting Process for Child Abuse



- Ensure that the child is safe from immediate harm.
- Call the police if the child is in immediate danger.
- Attend to any physical or emotional distress in the child
- Take the child to hospital if that is what the child needs
- Listen to the child
- Reassure the child
- Let the child know that they are not in trouble
- Let the child know that they have done the right thing
- Immediately inform a manager or WALSH Trust On Call person**

If your manager is the suspected abuser inform the chairperson of the Board or the owner/director of the organisation.

At this stage do not share any information with other staff members or the person(s) being accused of the abuse or neglect.

- Prepare a written record:**
- Date, time and place of observation/reporting of abuse/observations.
 - Names of anyone present.
 - What the child says – exactly.
 - Any physical or behavioural signs of abuse.
- GIVE THE RECORD TO THE MANAGER OR CHAIR OF THE BOARD.**

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Person in Charge



Gather information

Ensure you have a full signed report from the person who identified the abuse

Offer the person reporting support

Tell the person reporting what actions you will take

Ring Ministry for Vulnerable Children Oranga Tamariki (MVCOT) on 0508326459

MVCOT will tell you if you need to do a formal report about your concerns

Report the Abuse

Give MVCOT or the Police Abuse team the information below:

Your name and contact details.

Name of the child/children, their date of birth if known.

Ethnicity of the child/children if known.

Any concerns you have for your safety in making this notification

Name of caregivers, parents and other family members and current living situation.

Current legal custodians.

Reason why it is believed that the child has been abused.

Other significant information

Ask MVCOT/Police what happens next including timeframes

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Person in Charge

Works with MVCOT/Police to follow their instructions on how to communicate the situation to the parents/guardian of the child.

Maintain liaison with MVCOT/police and discuss any actions you want to take with them first.

Discuss with MVCOT who will tell the suspected abuser of the allegations.

If a worker/staff is suspected of the abuse, additional processes include:

Ensure that the staff member and child have no contact.

Recommend to the suspected abuser to get support from a lawyer or their union.

Ensure records are kept of any comments or event relating to the allegation(s).

Follow up and document any actions taken.

Consult with Chief Executive as legal advice might be required

If the suspected or actual abuse occurred at WALSH Trust:

Ensure that the children receiving services receive appropriate interventions and support.

Workers/staff get appropriate interventions and support.

If it is proven that the worker/staff has abused the child additional processes include:

Inform the workers/staff professional body of the situation.

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Confidentiality of Information

The Privacy Act 1993 and the Children, Young Persons, and their Families Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the CYPF Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill -treated, abused, neglected or deprived may report the matter to Child, Youth and Family or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

Staff will gain permission from the parent to record the names and ages of their children in the ICIM database (under the Children Tab).

Workforce Development

- All staff, student placements and contractors will familiarise themselves with this policy and procedure.
- Staff within He Kākano Ora Service will attend specific child protection training.
- All new staff will receive orientation on this Child Protection policy and procedure at the start of their employment at WALSH Trust.

Worker Safety Checks

1. Staff Safety Checks will be undertaken by WALSH Trust management, as required by the Vulnerable Children Act 2014. Each staff safety check will be repeated within 3 years of the previous one.
2. Staff Safety Checks will apply to employees, volunteers, students on placements and contractors.
 - 2.1 Recruitment checks will include:
 - Interviewing the job applicant
 - Obtaining details of work history
 - Obtaining reference checks
 - Confirming the person's identity
 - Conducting a Police vetting
 - Checking with the professional body about any concerns
 - Conducting a risk assessment based on information received
 - Decision to hire will be informed by Schedule 2 of the Vulnerable Children Act.

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2.2 The 3-yearly worker safety check will include:

- Conducting a Police vetting
- Assessing work behaviours
- Checking complaints and incidents
- Evaluating the information and conducting a risk assessment.

3. Decision to hire will be informed by Schedule 2 of the Vulnerable Children Act.

Cross Reference:

- 1.70 Prevention of Abuse & Neglect
- 1.30 Boundaries
- 1.91 On Call
- 1.39 Staff Code of Conduct
- 1.81 Health and Safety at Work